



State of Idaho  
Department of Insurance  
Third Party Administrator Application

### New Resident TPA Application Checklist

Check	#	Required Filings	
	1	<b>Uniform Application</b>	
	2	\$300 filing fee (must accompany the application)	
	3*	All basic organizational documents if applicable	
		3a	Articles of Incorporation
		3b	Articles of Association
		3c	Partnership Agreement
		3d	Trade Name Certificate
		3e	Trust Agreement
		3f	Shareholder Agreement
	4*	Bylaws, rules, regulations or similar documents	
	5*	<b>NAIC Biographical Affidavit</b>	
	6*	Audited annual financial statements or reports for the two (2) most recent fiscal years <i>"online instructions and form coming soon"</i>	
	7*	Statement describing the business plan	
	8	Information on financial institution (Attach a letter of account verification signed by an officer of the institution)	
	9	<b>Certificate of Existence</b> issued by the Idaho Secretary of State	
	10	List of all insurers with addresses and e-mail contact	

\* items are also listed on **Uniform Application** item #24

This checklist is not required to submit with your application.

Send all documents and check to:

TPA Application  
Idaho Department of Insurance  
700 West State Street, 3<sup>rd</sup> Floor  
Boise, ID 83702-5868